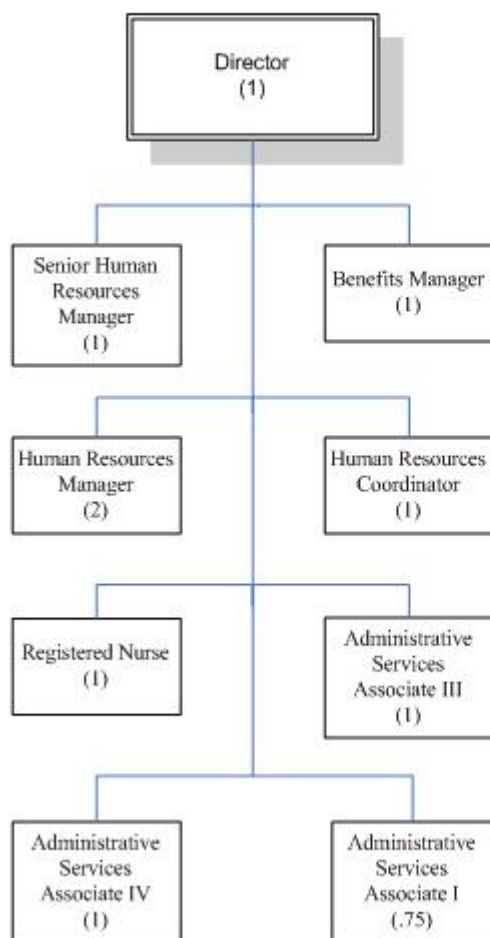




## HUMAN RESOURCES AND OCCUPATIONAL HEALTH



### POSITION SUMMARY

• • • • •

9.75 City Funded Positions

9.75 Total Funded Positions

**Human Resources and Occupational Health**

	<b>Actual FY 2004</b>	<b>Adopted FY 2005</b>	<b>Revised Estimate FY 2005</b>	<b>Department Requested FY 2006</b>	<b>Manager's Proposed FY 2006</b>
<b>POSITION SUMMARY</b>					
City Funded	10	10	10	9.75	9.75
<b>TOTAL FTE</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9.75</b>	<b>9.75</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$450,607	\$472,010	\$488,003	\$485,519	\$485,519
<b>Employee Benefits</b>	130,818	146,985	156,001	158,477	154,942
<b>Contractual Services</b>					
Maintenance and Repair Services	821	650	650	900	900
Medical Services	43,836	50,102	50,102	51,850	51,850
Consultants/Trainers	33,897	27,300	27,300	27,300	27,300
<b>Other Charges</b>					
Forms & Stationery	739	1,200	1,200	1,200	1,200
Office Supplies	5,001	6,400	6,400	6,400	6,400
Books & Publications	478	1,125	1,125	1,125	1,125
Subscriptions	2,744	2,875	2,875	2,875	2,875
Audiovisual Supplies	42	600	600	600	600
Medical Supplies	1,603	3,000	3,000	3,000	3,000
Food and Dietary	259	0	0	0	0
Minor Equipment/Tools	2,119	500	500	500	500
Com. M&R Parts	0	200	200	200	200
Travel and Training	5,025	7,563	7,563	8,363	8,363
Communications - Telecommunications	411	560	560	560	485
Communications - Postage and Mailing Services	2,435	2,000	2,000	2,000	2,000
Dues & Memberships	1,377	1,900	1,900	1,900	1,900
<b>Rental and Leases</b>	2,960	3,000	4,365	4,200	4,200
<b>TOTAL</b>	<b>\$685,172</b>	<b>\$727,970</b>	<b>\$754,344</b>	<b>\$756,969</b>	<b>\$753,359</b>



**Human Resources.** Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	9	9	9	8.75	8.75
<b>TOTAL FTE</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8.75</b>	<b>8.75</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$394,738	\$411,248	\$426,929	\$424,013	\$424,013
<b>Employee Benefits</b>	117,513	132,154	140,612	142,415	139,187
<b>Contractual Services</b>					
Maintenance and Repair Services	176	100	100	100	100
Miscellaneous Contractual Services	33,897	27,300	27,300	27,300	27,300
<b>Other Charges</b>					
Forms & Stationery	739	1,000	1,000	1,000	1,000
Office Supplies	5,081	6,200	6,200	6,200	6,200
Books & Publications	478	1,125	1,125	1,125	1,125
Subscriptions	1,340	1,400	1,400	1,400	1,400
Audiovisual Supplies	42	600	600	600	600
Food and Dietary	176	0	0	0	0
Minor Equipment/Tools	574	500	500	500	500
Com. M&R Parts	0	200	200	200	200
Travel and Training	3,968	5,963	5,963	6,763	6,763
Communications - Telecommunications	216	300	300	300	250
Communications - Postage and Mailing Services	2,435	2,000	2,000	2,000	2,000
Dues & Memberships	934	1,500	1,500	1,500	1,500
<b>Rental and Leases</b>	2,732	3,000	4,365	4,200	4,200
	<b>\$565,039</b>	<b>\$594,590</b>	<b>\$620,094</b>	<b>\$619,616</b>	<b>\$616,338</b>

**Human Resources Budget Description**

The Requested Human Resources FY 2006 budget of \$619,616 represents a 4.2% increase of \$25,026 as compared to the Adopted FY 2005 budget of \$594,590.

Significant changes introduced in the Requested FY 2006 budget include:

- \$10,577 net increase in Salaries and Benefits reflecting the realignment of staff, increased compensation and based on FY 2005 salary increase, an increase in insurance and VRS adjustments based on salary
- \$1,200 increase in Rent/Lease for lease for existing copier machine

Major items requested not proposed for funding include:

- \$3,228 due to the continuation of VRS Life Insurance holiday.

**Human Resources Performance Measures**

Goal 1:

Support an integrated recruitment process that puts the right person in the right job quickly and economically.

Objectives:

Improve the design and usability of the web-based employment application system to increase the number of applications received through the internet.

Performance Measure:

The number of applications received through the Internet increases by 15% over FY 2005.

Projected FY 2005

900 applications  
received via internet

Target FY 2006

1035 applications  
received via internet

Goal 2:

Support a departmental structure that is flexible, engaged and responsive to internal and external customers.

Objectives:

Increase the time that staff spends in face-to-face interaction with customer departments, individual employees and/or external customers as a percentage of all work time.

Performance Measure:

The average percentage of face-to-face interaction increases by 10% over FY 2005 results.

Projected FY 2005

17% of total work time  
is spent in face-to-face  
interaction.

Target FY 2006

19% of total work time  
is spent in face-to-face  
interaction.



**Human Resources Occupational Health.** Provides onsite medical services to employees and post-offer applicants. Services include the initial assessment and treatment of work related injuries and illnesses, pre-employment and periodic public safety physical exams, pre-employment and random drug and alcohol testing, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City's benefit and safety programs to help manage costs and provide effective services to employees.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	1	1	1	1	1
<b>TOTAL FTE</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$55,869	\$60,762	\$61,074	\$61,506	\$61,506
<b>Employee Benefits</b>	13,305	14,831	15,389	16,062	15,755
<b>Contractual Services</b>					
Maintenance and Repair Services	645	550	550	800	800
Professional Services	43,836	50,102	50,102	51,850	51,850
<b>Other Charges</b>					
Forms & Stationery	0	200	200	200	200
Office Supplies	(80)	200	200	200	200
Subscriptions	1,404	1,475	1,475	1,475	1,475
Medical Supplies	1,603	3,000	3,000	3,000	3,000
Food and Dietary	83	0	0	0	0
Minor Equipment/Tools	1,545	0	0	0	0
Travel and Training	1,057	1,600	1,600	1,600	1,600
Communications - Telecommunications	195	260	260	260	235
Dues & Memberships	443	400	400	400	400
<b>Rental and Leases</b>	228	0	0	0	0
<b>TOTAL</b>	<b>\$120,133</b>	<b>\$133,380</b>	<b>\$134,250</b>	<b>\$137,353</b>	<b>\$137,021</b>

#### **Human Resources – Occupational Health Budget Description**

The Requested FY 2006 Human Resources Occupational Health budget of \$137,353 represents a 3.0% increase of \$3,973 as compared to the Adopted FY 2005 budget \$133,380.

Significant changes introduced in the Requested FY 2006 budget include:

- \$1,668 increase in Salaries and Benefits reflecting the FY 2005 compensation adjustment and associated retirement contributions, as well as health and dental insurance premium increases.
- \$1,748 increase due to an increase in the cost of medical services.

Major item requested not proposed for funding include:

- \$307 due to the continuation of VRS life insurance holiday.



***Human Resources Occupational Health Performance Measures***

**Goal 1:**

Deliver effective work-related medical services to the workforce in a timely and cost efficient manner.

**Objective:**

Pre-employment drug and alcohol testing is completed in a timely and accurate manner.

**Performance Measure:**

100% of all requested drug and alcohol screenings are completed within 48 hours.

**Projected FY 2005**

90% of all requests completed within 48 hours.

**Target FY 2006**

100% of all requests completed within 48 hours.

**Goal 2:**

The services provided by the Occupational Health Division cost less than services obtained through external medical providers.

**Objective:**

Savings generated by Occupational Health services exceeds the total cost of providing the program.

**Performance Measure:**

Occupational Health maintains cost savings of at least \$1.15 for every \$1.00 spent on the program.

**Projected FY 2005**

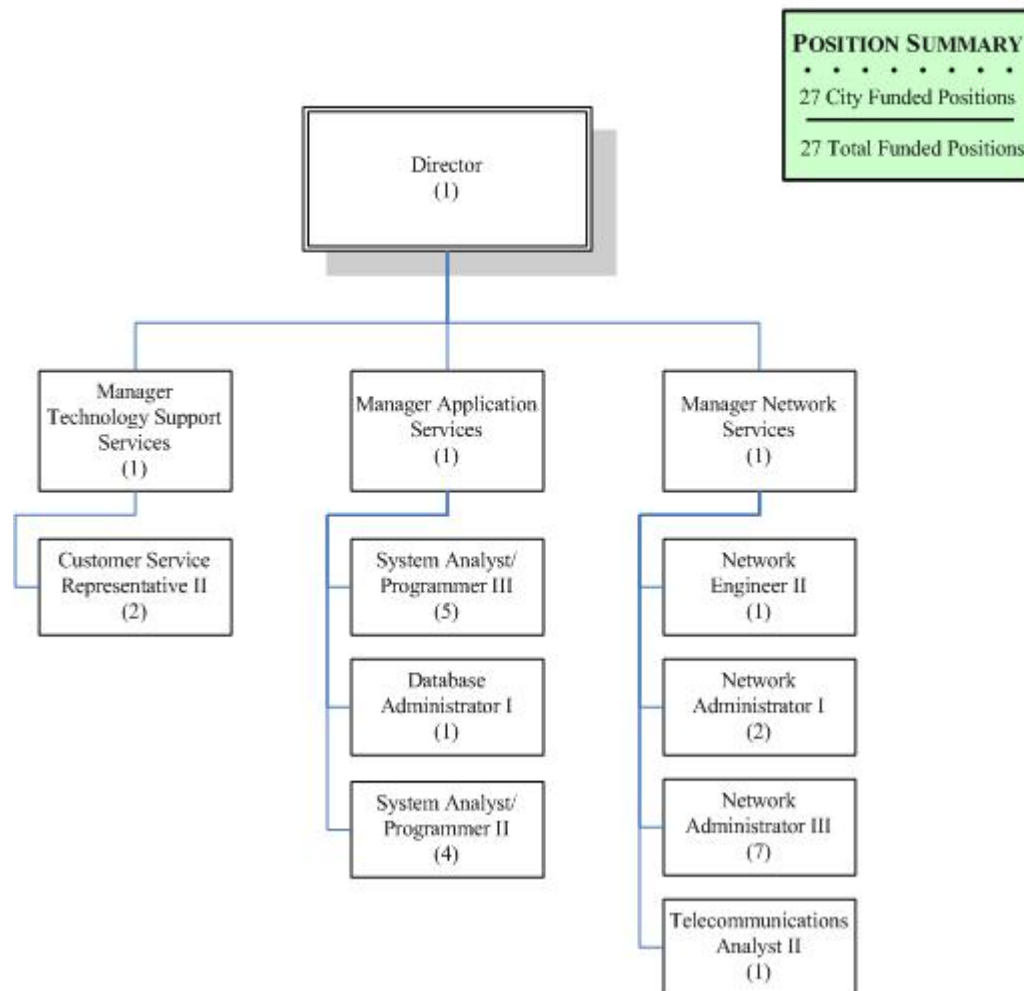
\$1.15 savings for every \$1.00 spent.

**Target FY 2006**

\$1.15 savings for every \$1.00 spent.



## INFORMATION TECHNOLOGY





**Information Technology.** Comprised of three operating divisions (Administration, Application Services, and Network Services) and two sub-departments (Personal Computer Replacement and I. T. Projects).

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	25	27	27	27	27
<b>TOTAL FTE</b>	<b>25</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$1,207,398	\$1,345,082	\$1,355,649	\$1,385,919	\$1,385,919
<b>Employee Benefits</b>	353,711	427,818	447,093	476,940	466,003
<b>Contractual Services</b>					
Maintenance and Repair Services	178,856	231,626	283,670	291,663	291,663
Printing and Binding Services	668	250	250	300	300
Advertising and Public Relations Services	1,141	1,000	1,000	1,000	1,000
Software Purchases	61,318	38,100	91,600	20,900	20,900
IT Systems Cons.	36,727	54,000	157,903	49,000	49,000
Onsite Training Serv.	32,300	0	0	0	0
Miscellaneous	155	0	0	0	0
<b>Internal Services</b>	874	1,073	1,073	1,309	1,309
<b>Other Charges</b>					
Forms & Stationery	0	175	175	3,000	3,000
Office Supplies	10,295	23,000	23,000	15,000	15,000
Books & Publications	913	1,400	1,400	1,100	1,100
Subscriptions	50	200	200	500	500
Awards & Recognition	80	1,000	1,000	1,000	1,000
Minor Equipment/Tools	234,863	244,300	308,252	287,000	287,000
Com. M&R Parts	156	0	0	0	0
Utilities	253	500	500	500	500
Travel and Training	48,677	86,220	86,220	76,020	76,020
Communications - Telecommunications	171,260	139,625	145,884	155,252	155,252
Communications - Postage and Mailing Services	305	775	775	700	700
Dues & Memberships	2,416	3,150	3,150	2,950	2,950
Courtesies to Guests	17	0	0	0	0
Miscellaneous Other Charges	2	0	0	0	0
<b>Rental and Leases</b>	1,242	1,242	1,242	1,320	1,320
<b>Capital Outlay</b>	0	7,500	7,500	0	0
<b>TOTAL</b>	<b>\$2,343,677</b>	<b>\$2,608,036</b>	<b>\$2,914,180</b>	<b>\$2,771,373</b>	<b>\$2,760,436</b>
Less Revenues from Schools Fund	(86,082)	(86,082)	(86,082)	(86,082)	(86,082)
<b>TOTAL CITY COST</b>	<b>\$2,257,595</b>	<b>\$2,521,954</b>	<b>\$2,828,098</b>	<b>\$2,685,291</b>	<b>\$2,674,354</b>





***Information Technology Departmental Performance Measures***

**Goal 1:**

Manage information technology-related projects to meet the needs and requirements of City departments.

**Objective:**

Complete projects in a timely manner, according to time frames that are mutually agreed upon with the client.

**Performance Measure:**

Number of projects completed on time

Projected FY 2005

60%

Target FY 2006

67%

**Goal 2:**

Provide technology support services that exceed City departments' expectations.

**Objective:**

Maximize the satisfaction of clients in City departments.

**Performance Measure:**

Overall customer satisfaction based on a 5 point scale,  
as measured in annual survey

Projected FY 2005

4.21

Target FY 2006

4.25

**Goal 3:**

Provide information technology services that are always available when departments require them.

**Objective:**

Maximize the availability of critical information technology services.

**Performance Measure:**

Availability of critical systems components during  
business hours

Projected FY 2005

99.9992

Target FY 2006

99.9993



**Information Technology – Administration Division.** Provides management and administration for the department, project management, and coordination with external groups to advance the partnership with Ntelos in the business community.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	3	4	4	4	4
<b>TOTAL FTE</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$176,024	\$234,520	\$271,222	\$223,548	\$223,548
<b>Employee Benefits</b>	49,382	72,269	88,024	75,457	73,669
<b>Contractual Services</b>					
Printing and Binding Services	229	250	250	250	250
Software Purchases	899	600	600	600	600
IT Systems Cons.	4,269	0	19,123	0	0
Miscellaneous	155	0	0	0	0
<b>Other Charges</b>					
Forms & Stationery	0	75	75	0	0
Office Supplies	636	2,000	2,000	2,000	2,000
Books & Publications	420	200	200	300	300
Awards & Recognition	0	1,000	1,000	1,000	1,000
Minor Equipment/Tools	4,607	1,300	1,300	1,000	1,000
Travel and Training	5,905	8,620	8,620	10,420	10,420
Communications - Telecommunications	483	468	468	900	900
Communications - Postage and Mailing Services	72	225	225	200	200
Dues & Memberships	300	650	650	450	450
<b>Rental and Leases</b>	1,242	1,242	1,242	1,320	1,320
<b>TOTAL</b>	<b>\$244,623</b>	<b>\$323,419</b>	<b>\$394,999</b>	<b>\$317,445</b>	<b>\$315,657</b>

#### **Information Technology – Administration Division Budget Description**

The Requested Information Technology/Administration FY 2006 budget of \$317,445 represents a 1.9% decrease of \$5,974 as compared to the Adopted FY 2005 budget of \$323,419.

Significant changes introduced in the Requested FY 2006 budget include:

- \$8,000 decrease in Salaries reflecting the restructuring of positions.
- \$2,000 increase in training expense, reflecting the need to provide technical training to the Help Desk staff.

Major item requested not proposed:

- \$1,788 due to the continuation of VRS life insurance holiday.



**Information Technology – Application Services Division.** Provides business process and technical services to the users of the City's computer systems. Services include operational support, system specification and procurement, system management, system customization, programming, training, troubleshooting, and consulting.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	13	12	12	11	11
<b>TOTAL FTE</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>11</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$566,707	\$560,184	\$532,302	\$542,202	\$542,202
<i>Employee Benefits</i>	171,001	182,125	178,534	190,265	185,928
<i>Contractual Services</i>					
Maintenance and Repair Services	116,663	143,526	145,217	166,163	166,163
Printing and Binding Services	277	0	0	50	50
Advertising and Public Relations Services	648	600	600	600	600
Software Purchases	5,230	3,500	3,500	3,500	3,500
IT Systems Cons.	18,108	32,000	62,180	32,000	32,000
<i>Other Charges</i>					
Forms & Stationery	0	100	100	3,000	3,000
Office Supplies	7,168	18,000	18,000	10,000	10,000
Books & Publications	440	300	300	300	300
Subscriptions	50	200	200	500	500
Awards & Recognition	80	0	0	0	0
Minor Equipment/Tools	1,215	2,000	2,000	2,000	2,000
Utilities	253	500	500	500	500
Travel and Training	10,764	20,000	20,000	20,000	20,000
Communications - Telecommunications	1,856	1,020	1,020	1,215	1,215
Communications - Postage and Mailing Services	53	150	150	100	100
Courtesies to Guests	17	0	0	0	0
Miscellaneous Other Charges	2	0	0	0	0
<b>TOTAL</b>	<b>\$900,532</b>	<b>\$964,205</b>	<b>\$964,603</b>	<b>\$972,395</b>	<b>\$968,058</b>

### ***Information Technology – Application Services Division Budget Description***

The Requested Information Technology/Application Services FY 2006 budget of \$972,395 represents a 0.9% increase of \$8,190 as compared to the Adopted FY 2005 budget of \$964,205.

Significant changes introduced in the Requested FY 2006 budget include:

- \$29,000 increase in software maintenance expense, reflecting: a \$25,000 increase in maintenance expense for the anticipated replacement of the Personal Property Tax System, a \$6,000 addition for the new Parks & Recreation system called Safari, a \$2,000 increase in maintenance for the TrakIT system, and reductions in expense for maintenance that has been discontinued on several software products.
- \$6,000 decrease in hardware maintenance expense, reflecting the discontinuance of maintenance on several tape drives and printers.
- Two Computer Operator positions have been eliminated, with the positions being restructured into one Systems Analyst Programmer, which remained in this sub-department and one Network Engineer, which was transferred to the Network Services sub-department.

Major item requested not proposed for funding:

- \$4,337 due to the continuation of VRS life insurance holiday.



**Information Technology – Network Service Division.** Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all of the communications devices and services along with the software required to provide these networks. Other services provided and supported include e-mail, Internet access, remote network access, application-specific server operation, desktop user support, hardware and software standards, and centralized purchasing of the City's personal computers.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	9	11	11	12	12
<b>TOTAL FTE</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$464,667	\$550,378	\$552,125	\$620,169	\$620,169
<b>Employee Benefits</b>	133,328	173,424	180,535	211,218	206,406
<b>Contractual Services</b>					
Maintenance and Repair Services	62,193	82,000	120,153	125,500	125,500
Printing and Binding Services	162	0	0	0	0
Advertising and Public Relations Services	493	400	400	400	400
Software Purchases	23,153	17,000	17,000	16,800	16,800
IT Systems Cons.	0	5,000	5,000	0	0
<b>Internal Services</b>					
Fleet Services Charges	874	1,073	1,073	1,309	1,309
<b>Other Charges</b>					
Office Supplies	2,491	3,000	3,000	3,000	3,000
Books & Publications	53	900	900	500	500
Minor Equipment/Tools	18,645	15,000	16,643	20,000	20,000
Com. M&R Parts	156	0	0	0	0
Travel and Training	32,008	45,600	45,600	45,600	45,600
Communications - Telecommunications	168,921	138,137	140,318	153,137	153,137
Communications - Postage and Mailing Services	180	400	400	400	400
Dues & Memberships	2,116	2,500	2,500	2,500	2,500
<b>TOTAL</b>	<b>\$909,440</b>	<b>\$1,034,812</b>	<b>\$1,085,647</b>	<b>\$1,200,533</b>	<b>\$1,195,721</b>



***Information Technology – Network Services Division Budget Description***

The Requested Information Technology/Network Services FY 2006 budget of \$1,200,533 represents a 16.0% increase of \$165,721 as compared to the Adopted FY 2005 budget of \$1,034,812.

Significant changes introduced in the Requested FY 2006 budget include:

- \$108,000 increase in Salaries and Benefits, reflecting the transfer of a position from Application Services which was restructured to be a Network Engineer budgeted at a cost of \$66,000, an increase of about \$4,000 due to promotions of Network Administrators, and an increase of \$38,000 due to increases in health and dental insurance premiums, restoration of group life insurance, and VRS increases associated with salary adjustments.
- \$33,000 increase in hardware maintenance expense, reflecting the full annual maintenance cost on the Cisco networking and telephone equipment, the discontinuance of other hardware maintenance expenses and to be installed in FY 2005.
- \$15,000 increase in telephone expense; the FY 2005 budget was underestimated, due to this being the first year that all City local telephone expenses were budgeted centrally and due to the underlying data not being totally known at the time budgets were prepared.
- \$11,000 increase in software maintenance expense, reflecting a \$6,000 increase in maintenance for Lotus Notes/Domino and other legacy software packages, and a \$5,000 increase for Spyware prevention and spam tools.

Major item requested not proposed for funding:

- \$4,812 due to the continuation of VRS life insurance holiday.



**Information Technology – Personal Computer (PC) Replacement.** Provides the funding for annual replacement of the City's standard office desktop computers. Replacements are made every 3 years.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Software Purchases	\$10,336	\$0	\$0	\$0	\$0
<b>Other Charges</b>					
Minor Equipment/Tools	208,151	226,000	244,054	264,000	264,000
<b>TOTAL</b>	<b>\$218,487</b>	<b>\$226,000</b>	<b>\$244,054</b>	<b>\$264,000</b>	<b>\$264,000</b>

#### ***Information Technology – Personal Computer Replacement Budget Description***

The Requested Information Technology/PC Replacement FY 2006 budget of \$264,000 represents a 16.8% increase of \$38,000 as compared to the Adopted FY 2005 budget of \$226,000.

Significant changes introduced in the Requested FY 2006 budget include:

- An increase in the number of PCs in the replacement inventory of 87 PCs. This increase is driven by two primary factors:
  - ♦ The decision this year for the first time to include the budgeting for the replacement of certain “public” or “shared” use PCs. Historically these PCs have been replaced by departments and include: the Library’s public access PCs, the Gates Lab, public PCs in the Assessor’s Office, the IT Training Room, and the Human Services Interview Room. These PC’s account for 75 of the overall increase of 87 in the replacement inventory. All PCs are replaced on a three-year schedule, so one-third of this increase (25 PCs) is included in this budget request for replacement in FY 2006.
  - ♦ An increase in the number of laptops in the inventory from 60 to 72. One-third of this increase (4 laptops) is included in this budget request for replacement in FY06.

All items requested are proposed for funding.



**Information Technology – I. T. Projects.** This sub-department tracks the budget for specific initiatives for technology needs in other City departments and to advance the City's Information Technology Strategic Plan.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Maintenance and Repair Services	\$0	\$6,100	\$18,300	\$0	\$0
Software Purchases	21,700	17,000	70,500	0	0
IT Systems Cons.	14,350	17,000	71,600	17,000	17,000
Onsite Training Serv.	32,300	0	0	0	0
<b>Other Charges</b>					
Minor Equipment/Tools	2,245	0	44,255	0	0
Travel and Training	0	12,000	12,000	0	0
Communications - Telecommunications	0	0	2,400	0	0
<b>Capital Outlay</b>					
Computer Equipment	0	7,500	7,500	0	0
<b>TOTAL</b>	<b>\$70,595</b>	<b>\$59,600</b>	<b>\$226,555</b>	<b>\$17,000</b>	<b>\$17,000</b>

***Information Technology – I. T. Projects Budget Description***

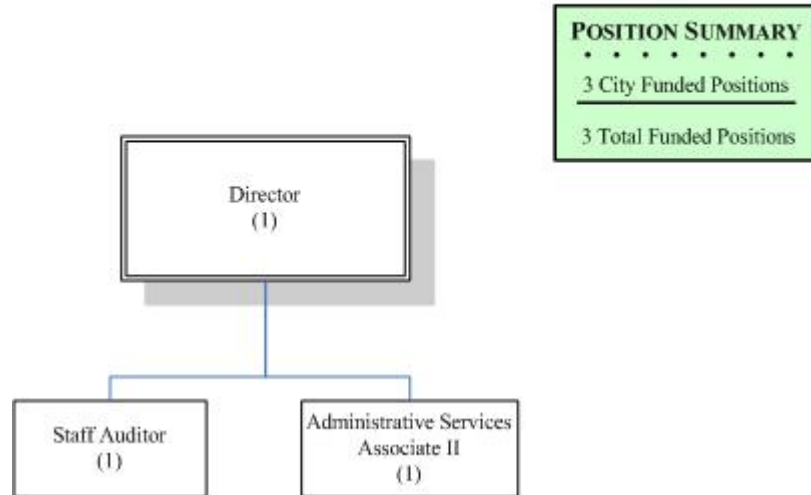
The Requested Information Technology/New Projects FY 2006 budget of \$17,000 represents a 71.5% decrease of \$42,600 as compared to the Adopted FY 2005 budget of \$59,600.

This sub-department reflects information technology project requests to be funded from the General Fund on behalf of other departments. There is only one such project requested for FY 2006, a project requested by Financial Services for \$17,000 to enhance the New World Systems Project Grant Accounting System.

All items requested are proposed for funding.



**INTERNAL AUDIT**







**Internal Audit.** Provides objective evaluations of the processes, programs and systems of internal controls within the City of Lynchburg and makes recommendations to improve efficiency and effectiveness of operations.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Funded	3	3	3	3	3
<b>TOTAL FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$136,510	\$139,672	\$140,712	\$129,984	\$129,984
<b>Employee Benefits</b>	41,297	45,610	47,633	46,931	45,890
<b>Contractual Services</b>					
Professional Services	78,647	0	0	0	0
Printing and Binding Services	2,028	0	0	0	0
<b>Other Charges</b>					
Forms & Stationery	12	448	448	200	200
Office Supplies	609	880	880	880	880
Books & Publications	139	300	300	300	300
Subscriptions	135	308	308	300	300
Travel and Training	2,866	6,253	6,253	6,253	6,253
Communications - Telecommunications	37	50	50	50	50
Communications - Postage and Mailing Services	240	450	450	200	200
Dues & Memberships	730	870	870	800	800
<b>TOTAL</b>	<b>\$263,250</b>	<b>\$194,841</b>	<b>\$197,904</b>	<b>\$185,898</b>	<b>\$184,857</b>



### ***Internal Audit Budget Description***

The Requested Internal Audit FY 2006 budget of \$185,898 represents a 4.6% decrease of \$8,943 as compared to the Adopted FY 2005 budget of \$194,841.

Significant changes introduced in the Requested FY 2006 budget include:

- \$11,430 decrease in Salaries reflecting the reclassification of the Senior Auditor to a Staff Auditor.

Major item requested not proposed for funding:

- \$1,041 due to the continuation of VRS life insurance holiday.

### ***Internal Audit Performance Measures***

Goal 1:

Promote effective control at reasonable cost

Objectives:

Review control systems in place and their adequacy and effectiveness

Performance Measure:

Perform at least six internal control reviews within the City.

Projected FY 2005

6

Target FY 2006

6

Goal 2:

Promote efficiency and use of resources

Objectives:

Promote efficiency/operational reviews of processes and programs

Performance Measure:

Perform at least six operational reviews within the City and Schools.

Projected FY 2005

6

Target FY 2006

6



**REGISTRAR AND ELECTORAL BOARD**

Registrar  
(1)  
*State Funded*

Assistant General  
Registrar  
(1)  
*City Funded*

POSITION SUMMARY	
. . . . .	
1 State Funded Position	
1 City Funded Position	
<hr/>	
2 Total Funded Positions	



**Registrar.** A State-mandated activity. Appointed by the Electoral Board, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections. Two general elections will be held during this fiscal year, the November election for Governor, Lt. Governor, Attorney General and City constitutional offices, and the May election for City Council At-Large seats.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
City Authorized	1	1	1	1	1
State Authorized	1	1	1	1	1
<b>TOTAL FTE</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$86,271	\$87,209	\$87,521	\$94,427	\$87,521
<b>Employee Benefits</b>	24,492	26,529	27,558	30,962	27,579
<b>Contractual Services</b>					
Advertising and Public Relations Services	355	500	500	500	500
Miscellaneous Contractual Services	3,426	1,200	1,200	2,400	2,400
<b>Other Charges</b>					
Forms & Stationery	1,139	1,000	1,000	800	800
Office Supplies	513	1,000	1,000	1,000	1,000
Minor Equipment/Tools	75	250	250	4,500	4,500
Comp./Office M&R Parts	(140)	250	250	250	250
Travel and Training	1,517	2,800	2,800	2,800	2,800
Communications - Telecommunications	44	55	55	55	55
Communications - Postage and Mailing Services	2,409	4,000	4,000	3,000	3,000
Dues & Memberships	100	50	50	100	100
<b>Rental and Leases</b>	586	600	600	600	600
<b>TOTAL</b>	<b>\$120,787</b>	<b>\$125,443</b>	<b>\$126,784</b>	<b>\$141,394</b>	<b>\$131,105</b>
Less Revenues from the Commonwealth	(36,198)	(31,521)	(31,521)	(36,198)	(36,198)
<b>TOTAL CITY COST</b>	<b>\$84,589</b>	<b>\$93,922</b>	<b>\$95,263</b>	<b>\$105,196</b>	<b>\$94,907</b>

### **Registrar Budget Description**

The Requested Registrar's Office FY 2006 budget of \$141,394 represents an 12.7% increase of \$15,951 as compared to the Adopted FY 2005 budget of \$125,443.

Significant changes introduced in the Requested FY 2006 budget include:

- \$10,310 increase in Salaries reflecting the increases voted by the Electoral Board for the Registrar and Deputy Registrar.
- \$1,200 increase in Miscellaneous Contractual Services (design and layout of ballots) reflecting the fact that there are two elections in FY2006
- \$4,500 increase in Minor Equipment reflecting the need to purchase 3 new computers for the office.
- \$1,000 decrease in Postage costs based on voter registration experience in similar election years.

Major items requested not proposed for funding include:

- \$9,626 in personnel services for elimination of requested salary increases.
- \$663 due to the continuation of VRS life insurance holiday.



***Registrar Performance Measures***

**Goal 1:**

Purchase new computers for the Registrar's Office in order to be ready to utilize a new statewide voter registration and elections management system (VERIS) in 2006 which will replace VVRS (developed in 1987). Current office computers were purchased in 1999.

**Objectives:**

VERIS (required by the Help America Vote Act) should provide a more accurate voter registration database, have advanced query, election management and reporting features, and should result in a less paper-intensive office.

**Performance Measure:**

The staff will take City and SBE-provided training in order to be ready to utilize the new computers and the VERIS system when it becomes available.



**Electoral Board.** Consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-year terms and are responsible for overseeing general and primary elections and ensuring the maintenance of the voting machines. The Electoral Board will also canvass the vote following an election to decide the validity of conditional ballots and ascertain the results of the election.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Maintenance and Repair Services	\$1,805	\$1,500	\$1,500	\$2,700	\$2,700
Election Officers	0	16,000	16,000	34,000	34,000
<b>Other Charges</b>					
Forms & Stationery	3,655	3,800	3,800	4,000	4,000
Office Supplies	328	500	500	500	500
Minor Equipment/Tools	503	0	0	13,500	13,500
Travel and Training	2,021	2,700	2,700	2,700	2,700
Communications - Telecommunications	262	625	625	500	25
Communications - Postage and Mailing Services	329	1,000	1,000	1,000	1,000
Dues & Memberships	25	50	50	50	50
Remuneration Boards Com	55,079	9,914	9,914	10,212	10,212
<b>TOTAL</b>	<b>\$64,007</b>	<b>\$36,089</b>	<b>\$36,089</b>	<b>\$69,162</b>	<b>\$68,687</b>
Less Revenues from the Commonwealth	(10,299)	(8,921)	(8,921)	(10,299)	(10,299)
<b>TOTAL CITY COST</b>	<b>\$53,708</b>	<b>\$27,168</b>	<b>\$27,168</b>	<b>\$58,863</b>	<b>\$58,388</b>

### ***Electoral Board Budget Description***

The Requested Electoral Board FY 2006 budget of \$69,162 represents a 91.6% increase of \$33,073 as compared to the Adopted FY 2005 budget of \$36,089.

Significant changes introduced in the Requested FY 2006 budget include:

- \$13,500 increase in Minor Equipment reflecting the mandate to purchase 18 ADA-compliant voting machines for polling places by January 2006. Total cost is \$90,000 with \$76,500 in Help America Vote Act (HAVA) funds available toward this purchase (The State Board of Elections will pay vendor invoice directly, with City responsible for any difference between purchase and the City's HAVA allowance).
- \$18,000 increase in Miscellaneous Contractual Services for pollworker pay, reflecting the need to budget for two elections in FY2006 and the Electoral Board's goal of giving a pay increase to officers of election.
- \$1,200 increase in Mechanical M&R Service to allow for the repair of voting machines as necessary (current machines were purchased in 1996 and repair expenses may be expected to increase).

Major item requested not proposed for funding:

- \$475 in telecommunications based on historical spending.



***Electoral Board Performance Measures***

**Goal 1:**

Comply with mandates of the Help America Vote Act (HAVA) legislation regarding purchase of one handicapped-accessible voting machine per precinct. These must be in place by January 1, 2006.

**Objective:**

Provide the same opportunity for access and participation (including privacy and independence) to individuals with the full range of disabilities as for other voters.

**Performance Measure:**

With community input, the department will research, select and purchase 18 new ADA-compliant voting machines.

**Goal 2:**

Improve handicapped accessibility at Lynchburg's polling places

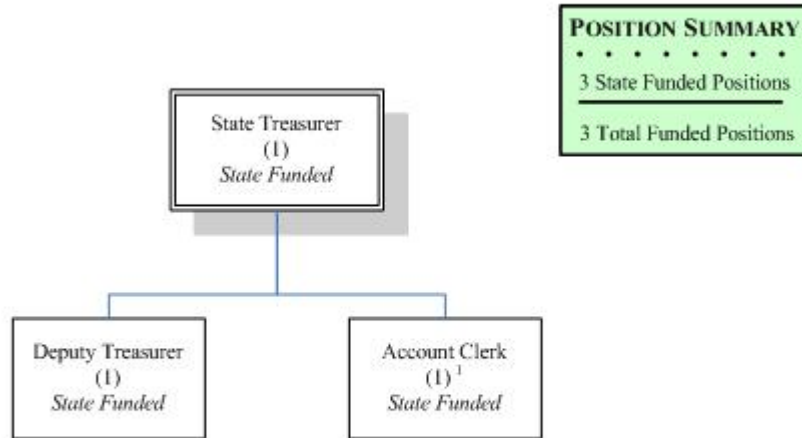
**Objective:** Enable persons with disabilities to participate in the electoral process at the same rate as those without disabilities.

**Performance Measure:**

Work with the community to modify or relocate polling places where significant accessibility problems have been identified by the HAVA-funded survey completed in September 2004. (Note: Lynchburg has not yet received feedback from SBE regarding the results of this survey and thus has no basis to estimate costs of needed modifications or what monies may be available from HAVA for these).



## STATE TREASURER



1. Funding for this position deferred in FY 2006.





**State Treasurer.** A State Constitutional Office, housed by the City, elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees as well as issues State cigarette stamps.

	Actual FY 2004	Adopted FY 2005	Revised Estimate FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006
<b>POSITION SUMMARY</b>					
State Authorized	3	3	3	3	3
<b>TOTAL FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$85,585	\$89,337	\$89,337	\$93,762	\$93,762
<i>Employee Benefits</i>	25,858	28,643	29,715	31,762	31,057
<i>Contractual Services</i>					
Maintenance and Repair Services	570	0	0	0	0
<i>Other Charges - Supplies and Materials</i>					
Forms & Stationery	137	0	0	0	0
Office Supplies	1,609	1,500	1,512	1,500	1,500
Minor Equipment/Tools	4,086	0	0	0	0
Travel and Training	116	0	0	0	0
Communications - Telecommunications	69	200	200	200	100
Communications - Postage and Mailing Services	490	800	800	800	800
Miscellaneous Expense Refund	3,152	0	0	0	0
<i>Rental and Leases</i>	10,080	0	0	0	0
<b>TOTAL</b>	<b>\$131,752</b>	<b>\$120,480</b>	<b>\$121,564</b>	<b>\$128,024</b>	<b>\$127,219</b>
Less Revenues from the Commonwealth	(100,494)	(98,400)	(98,400)	(104,160)	(104,160)
<b>TOTAL CITY COST</b>	<b>\$31,258</b>	<b>\$22,080</b>	<b>\$23,164</b>	<b>\$23,864</b>	<b>\$23,059</b>

#### **State Treasurer Budget Description**

The Requested State Treasurer FY 2006 budget of \$128,024 represents a 6.3% increase of \$7,544 as compared to the Adopted FY 2005 budget of \$120,480.

Significant changes introduced in the Requested FY 2006 budget include:

- \$6,472 due to increase in Salaries and Benefits

Major items requested not proposed for funding include:

- \$705 due to the continuation of VRS life insurance holiday.



***State Treasurer Performance Measures***

Goal 1:  
Estimated taxes.

Objective:  
Collection of 2003 Estimated or Balance of Previous Years Estimated and Amended payments/catch-up.

Performance Measure:	Projected FY 2005	Target FY 2006
Annual tax dollars collected.	\$767,155	\$790,170